



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **SOCIAL SERVICES PROGRAM SPECIALIST** (Provisional* Appointment)

SALARY: \$44,261 - \$56,859 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a technical position in the Department of Human Services responsible for providing technical assistance and program advice, as it pertains to computer systems, to assist staff operate an effective program in accordance with State and Federal rules and regulations. Duties involve implementing State hardware and software applications that assist staff with the administration of social service programs and the issuance of benefits. The employee reports directly to and works under the general supervision of the System Support Supervisor or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional** experience in the social services field in areas such as casework***, social work****, and public assistance eligibility determination, AND one (1) year paid full-time or its part-time equivalent professional experience in data analysis, management analysis*****, or organizational analysis*****, for a total of three (3) years required experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent professional** experience in the social services field in areas such as casework***, social work****, and public assistance eligibility determination, AND one (1) year paid full-time or its part-time equivalent professional experience in data analysis, management analysis*****, or organizational analysis*****, for a total of five (5) years required experience; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

****Professional**, for the purpose of these minimum qualifications, does not include clerical, secretarial, reception work or similar fields.

*****Casework**, for the purpose of these minimum qualifications, includes those activities that are directed toward enhancing a client's abilities to cope with and to solve problems, and referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a plan for services, motivational support, counseling, crisis intervention, referral to social and support services, and coordination of services.

****Social work experience (professional), for the purpose of these minimum qualifications, covers a complete range of professional activities such as interviewing, assessment, planning, implementing and evaluating treatment, coordination of services and aftercare.

*****Management analysis, for the purpose of these minimum qualifications, consists of analyzing and proposing ways to improve an organization's structure, efficiency, or profits.

*****Organizational analysis, for the purpose of these minimum qualifications, consists of identifying areas of inefficiency and opportunities for streamlining and reorganization.

SPECIAL REQUIREMENT(S):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: March 5, 2015

Posting Deadline: March 19, 2014

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.